Temporary / Final Certificate of Authorization to Occupy or Use Process

Temporary Certificate of Authorization to Occupy or Use

A Temporary Certificate of Authorization to Occupy or Use may be issued for phased occupancy. Any project requiring phased construction and occupancy is to be identified at the Kick-Off Meeting.

A Temporary Certificate of Authorization to Occupy or Use is issued for each designated area within the project. It will have a defined term that aligns with the current schedule and as defined by the phasing plan. The tenant must maintain a current phasing plan at all times.

Phased construction and occupancy are appropriate for large-scale, complicated, multi-stakeholder, commercial projects on a space by space, partial or grouped area “phased occupancy”. Each “phase” is permitted to be completed and occupied prior to entire work being completed in later phase(s).

Phased construction and occupancy allow work to occur simultaneously, e.g., tenant fit-out work occurring simultaneously with base building core and shell work, thereby allowing both works to achieve completion at the same time or as close in time as practical.

Maintenance of access, egress, and life safety systems are critical to a successful phased construction and occupancy. The A/EOR must carefully coordinate the phasing plan throughout the project.

The phasing plan must include the anticipated date for occupancy for each phased occupancy area, as well as clearly describe the boundaries of each phased occupancy area, any proposed exiting, and the extent to which the permanent life safety systems will be made operational.

Access to and within completed phased occupancy areas must be separated from construction areas so that occupants are not in or required to enter a construction area. Construction staging areas must be kept separate from the required entrances and exits of completed phased occupancy area or other occupied areas.

The project security plan shall incorporate the phasing plan such that security is maintained throughout the project.

The phasing plan approval and resolution of all rider comments is required prior to any PA inspections or any phased occupancy.

Each phased occupancy area must be in conformance with applicable code, including but not limited to requirements for fire alarms, fire protection, life safety, exiting, access for the physically disabled, light and ventilation, and emergency response.

Temporary Certificates of Authorization to Occupy or Use with limited validity will be required for each of the phased occupancy areas prior to acceptance of an application for a Final Certificate of Authorization to Occupy or Use.

As an exception, the Temporary Certificate of Authorization to Occupy or Use may be issued for the completed work with minor non-life safety systems and non-code conformance inspection comments open. In this case, Temporary Certificate of Authorization to Occupy will have a term of 90 days during which time a Final Certificate of Authorization to Occupy or Use must be obtained.

Final Certificate of Authorization to Occupy or Use

The Final Certificate of Authorization to Occupy or Use will be issued when all areas of a project are complete, and all PA inspection comments have been satisfactorily resolved. Based upon the recommendation of the REO and concurrence of other members of the final inspection team, the facility manager will request a Final Permit to Occupy or Use from the PA Chief Engineer. Upon receipt of a signed Final Permit to Occupy or Use from the Chief Engineer a Final Certificate of Authorization to Occupy or Use will be issued to the tenant by the facility manager.

PA 2714B – Temporary Certificate of Authorization to Occupy or Use

PA 2714C – Final Certificate of Authorization to Occupy or Use